



DEPARTMENT OF MANAGED HEALTH CARE

EXAMINATION ANNOUNCEMENT FOR

STAFF COUNSEL III (Specialist)

STAFF COUNSEL III (Supervisor)

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL PROMOTIONAL: Applicants must have a permanent civil service appointment with the Department of Managed Health Care as of the final filing date.

CONTINUOUS FILING

To learn more about testing arrangements, contact the testing office shown below. The testing office accepts applications continuously and will notify and test applicants as needed.

HOW TO APPLY: Submit application (Std Form 678) in person or by mail with the Department of Managed Health Care, Attn: Personnel Office, 980 9th Street, Suite 500, Sacramento, CA 95814, telephone (916) 445-8004.

SUBMIT APPLICATIONS ONLY TO THE ABOVE LIST ADDRESS.

If you meet the minimum requirements for Staff Counsel III (Specialist) and Staff Counsel III (Supervisor) you may file for both examinations on a single application.

If you have a disability and need special testing arrangements, mark the appropriate section of the “Application for Examination”. You will be contacted for specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to each phase of the examination.

MONTHLY SALARY RANGE:	Staff Counsel III (Specialist)	\$6573 - \$8111
	Staff Counsel III (Supervisor)	\$6577 - \$8116

NOTE: All applicants must meet the education and/or experience requirements by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS FOR BOTH:

Either I

Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II

Broad and extensive experience (more than six years) in the practice of law*.

And

Experience applicable to one of the above patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward “Pattern II” must include the same number of years of qualifying experience as required in “Pattern I” performing the duties at a level of responsibility equivalent to that described in “Pattern I”.

In addition, all candidates must have membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

***Experience in the “practice of law” or “performing legal duties” is defined as only that legal experience acquired after admission to The Bar.**

THE POSITION

Staff Counsel III (Specialist): Under general direction, the incumbent work with broad discretion and independence with a minimum of supervision and are expected to be expert in the most complex area of the law within a departmental legal program.

Staff Counsel III (Supervisor): Under general direction, to supervise the work of lower level attorneys and, in addition, may personally perform the most difficult, complex and sensitive legal work.

EXAMINATION INFORMATION: This examination will consist of a Qualification Appraisal Interview. The interview will include a number of predetermine job-related questions. In order to obtain a position on the eligible list a minimum rating of 70% must be attained in the interview. **Candidates who do not appear for the interview will be disqualified.**

QUALIFICATIONS APPRAISAL – Weight 100%

TESTING PERIOD: The testing period for these classifications is 12 months. Once you have taken the examination, you may not reapply for 12 months.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SCOPE: In addition to evaluating the candidate’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each candidate’s:

- A. Knowledge of:
1. Legal principles and their application.

2. Legal research methods.

3. Court Procedures.

4. Rules of evidence and procedure.

5. Administrative law and the conduct of proceedings before administrative bodies.

6. Legal terms and forms in common use.

7. Statutory and case law literature and authorities.

8. Provisions of laws and Government Code sections administered or enforced.

In addition to the above, Staff Counsel III (Supervisory)

9. The department’s Equal Opportunity Program objectives.

10. A supervisor’s role in the Equal Opportunity Program and the processes available to meet Equal Opportunity objectives.

Staff Counsel III (Specialist)

- B. Ability to:
1. Analyze complex and difficult legal principles and precedents and apply them to difficult and complex legal and administrative problems.

2. Perform exceptionally difficult and complex difficult and complex legal research.

3. Prepare and present statements of fact, law and argument clearly and logically in written and oral form.

4. Draft complex and difficult opinions, pleadings, rulings, regulations and legislation.

5. Negotiate effectively and conduct crucial litigation.

6. Work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others.

7. Work effectively under pressure.

Staff Counsel III (Supervisor)

- B. Ability to:
1. Analyze legal principles and precedents and apply them to complex legal and administrative problems.

2. Perform and direct legal research.

3. Present statements of fact, law, and argument clearly and logically.

4. Draft and direct the drafting of opinions, pleadings, rulings, regulations and legislation.

5. Negotiate effectively.

6. Conduct and direct the conduct of civil litigation.

7. Effectively supervise the work of subordinate personnel.

8. Effectively contribute to the department’s Equal Opportunity goals.

ELIGIBLE LIST INFORMATION: A candidate may be tested only once in a 12-month period. Names of successful competitors are merged onto the eligible list in order of final scores, regardless of test date. The names will remain on the list for a period of 24 months.

Veterans’ preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Managed Health Care three days prior to the written test date if he/she has not received his/her notice. **For an examination without a written feature**, it is the candidate’s responsibility to contact the Department of Managed Health Care, Examination Services Unit, (916) 445-8004 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of Employment Development Department, Department of Managed Health Care and the State Personnel Board’s web site @ <http://www.spb.ca.gov>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their score.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However locations of interviews may be limited to or extended as conditions warrant.

Eligible List: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional 2) departmental promotional, 3) multidepartmental promotional 4) servicewide promotional 5) departmental open 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible list will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans of self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay (Telephone) service for the deaf or hearing impaired:
From TDD Phone 1-800-735-2929
From Voice Phone 1-800-735-2922